

WORD PROCESSING ACTIVITY 1 – FORMAT PAINTER

1. Create a new blank document in Microsoft Word.
2. Type the list below. Then, make the following changes.
3. Bold students' last names (Hint: Use Format Painter)
4. Underline the word Room (Hint: Use Format Painter)
5. Italicize the class (Hint: Use Format Painter)
6. Add "Bocktown" to the right of every name that does not have a residential area listed after it (Hint: Use Copy and Paste)
7. Change class (Freshman, Sophomore . . .) to a different font (Hint: Use Format Painter)
8. Change the color of the room numbers (Hint: Use Format Painter)
9. Change student names to a larger size font.
10. Change the line spacing to 1.5
11. Left align the first 3 lines
12. Center the next 3 lines
13. Right align the last 4 lines
14. Type and center your name at the top

SAVE AS this document in your My Documents Folder. Name it **WP Activity 1**.

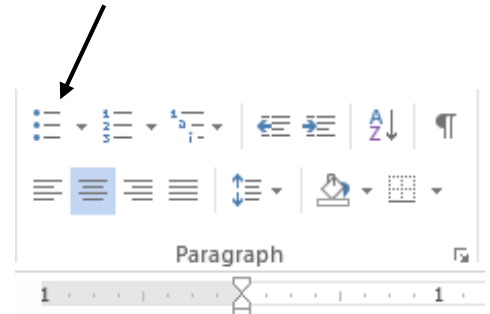
PRINT and **Score** it on your Grading sheet.

Type the list below the line onto a blank page.

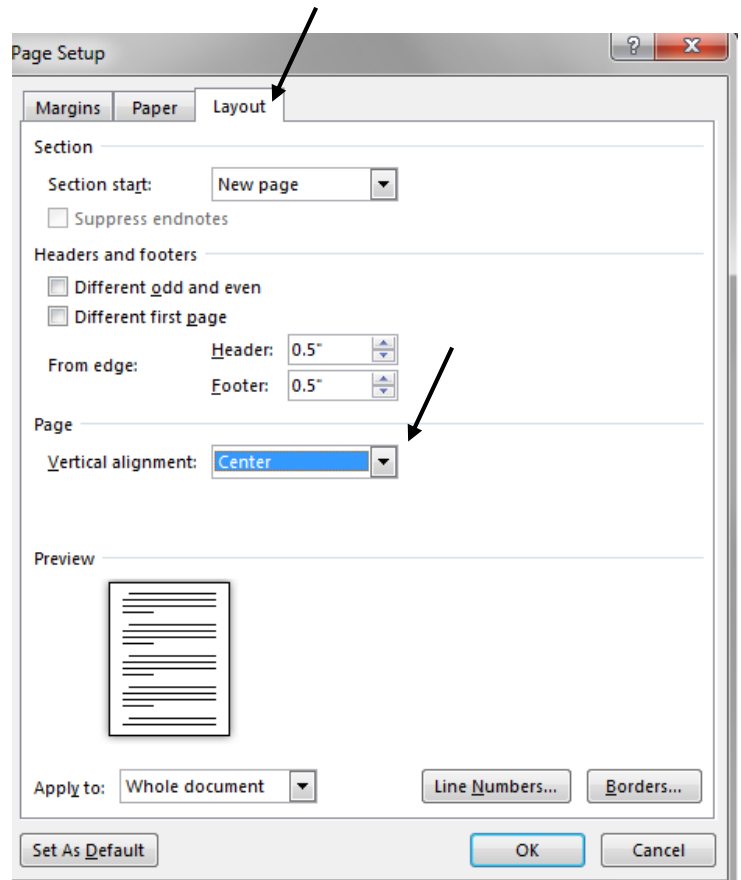
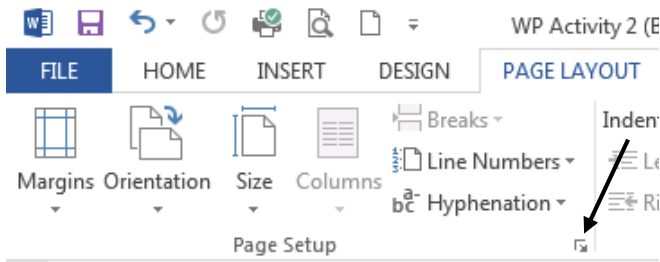
Scott Jewell, Bocktown, Sophomore, Room 101
Toby Jeffers, Broadhead, Junior, Room 102
Erica Johnson, Delmar, Sophomore, Room 101
Terry Jewell, Senior, Room 201
Pamela Lenhart, Sophomore, Room 101
Dino Leonetti, Delmar, Senior, Room 201
Manuel Peres, Freshman, Room 115
Kelli Means, Broadhead, Senior, Room 204
Michele Buyny, Freshman, Room 114
Mary Dutkovic, Bocktown, Junior, Room 102

WORD PROCESSING ACTIVITY 2 - BULLETS

1. **Open** a new, blank document in Word.
2. **Center** and type the title NFL TEAMS.
3. Press **ENTER** twice.
4. **Create** a bullet list (left aligned) of the following:
 - Baltimore Ravens
 - Philadelphia Eagles
 - Denver Broncos
 - San Francisco 49ers
 - New York Jets
 - New Orleans Saints
 - Green Bay Packers
 - Detroit Lions
5. **Change** the bullets to a different style of bullet (you choose the style)
6. Place your cursor after Denver Broncos. Press ENTER to **add** a new bullet and Arizona Cardinals.
7. **Add** San Diego Chargers after Green Bay Packers.
8. **Change** the bullet style of just the San Francisco 49ers to a different style (Hint: Highlight San Francisco 49ers then select a bullet style).
9. Place your cursor after Detroit Lions. Press ENTER twice and **type** in the following sentence (this sentence should be at the left margin and have no bullet): NFL stands for National Football League.
10. **Choose** a nice font for your project.
11. **Bold** and enlarge the title.
12. **Change** the line spacing to 1.5
13. **Insert** a clipart football picture next to your bullet list by doing the following:
 - **INSERT>Illustrations>Online Pictures>Office.com Clipart**
 - In the **Search** box, type football and hit enter
 - Click on the picture of your choice to insert it into your document.
 - The Picture Tools formatting ribbon should open. If it doesn't, double click on the picture to get it to open. Under the **Arrange** group, click on **Wrap Text** and select **Tight**.
 - **TO SIZE** the picture, click on a corner handle and drag inward (smaller) or outward (larger).
 - **TO MOVE** the picture, click in the middle of the picture and drag it where you want it.
 - **Place** the picture to the right of your bullet list.



14. Insert a **FOOTER** which will appear on the bottom of the page by doing the following:
 - Click on the **INSERT** tab
 - Click on **FOOTER**
 - Select **BLANK**
 - **Type** "This is (your name's) Bullet Assignment." (*First and Last Name*)
 - Highlight your footer and change the font style and size to match the rest of your document.
 - Press **ESC** to exit the FOOTER or click Close Footer on the right side of the ribbon.
15. **Center** your page vertically (**Page Layout tab>Page Setup group dialog box>Layout tab**) ***SEE IMAGES BELOW**
16. **SAVE AS** this document in your student drive, inside your Computer Tech folder, inside your Word Processing folder. Name this **WP Activity 2**.
17. **PRINT** and **Score** on your grading sheet.



WORD PROCESSING ACTIVITY 3 - NUMBERING

18. **Open** a new, blank document in Word.
19. **Center** (CTRL+E) and type the title **[YOUR NAME'S] TO DO LIST**.
20. **Press ENTER** three times.
21. **Change** back to left align by pressing **CTRL+L**.
22. **Create** an automatically numbered list with the following items:
 1. Finish Math homework
 2. Study for map test
 3. Complete book report for English
 4. Send slide show to Mrs. Tom
 5. Finish Biology packet
23. **Move** #4 (Send slide show) to be #2. (Hint: Move by highlighting the "Send slide show. . ." line, then click and drag it to be right before the "S" in Study for map test)
24. **Add** a #3 to be Study vocabulary. (Hint: Press ENTER after the #2 line to get a new #3)
25. **Add** a #6 to be Retake test.
26. **Delete** #4 (Study for map test)
27. **Add** a #6 to be Wash PE clothes!!!
28. **Move** Wash PE clothes!!! to be #1.
29. **Change** line spacing for your list to 2 (double space).
30. **Change** the orientation to LANDSCAPE. (**PAGE LAYOUT>ORIENTATION**)
31. **Change** the left and right margins to 2". (Don't change the top and bottom)
32. **Choose** an appropriate **FONT** and size for your title and list.
33. **Underline**, bold and enlarge the title.
34. **Insert** an appropriate Clipart picture next to your list.
35. **Add** a border to your page by doing the following:
 - Click on the **Design** tab
 - In the **Page Background** group, click **Page Borders**
 - At the bottom of the box under **ART**, click on a border you like then click **OK**.
36. **SAVE AS** this document in your student drive, inside your Computer Tech folder, inside your Word Processing folder. Name this **WP Activity 3**.
37. **PRINT**.

WORD PROCESSING ACTIVITY 4

1. Open a new, blank document in Word.
2. Change the **Orientation** to landscape.
3. Type the top of the document as you see it here – DO NOT type the information after **Cast of Characters**.
4. Press ENTER twice after **Cast of Characters**.
5. **INSERT** the file **WP ACTIVITY 4 INSERT** by doing the following:
 - Click on the INSERT tab
 - In the TEXT group, select the little arrow next to OBJECT.
 - Click on TEXT FROM FILE.
 - Change to the T drive to find **WP ACTIVITY 4 INSERT** and INSERT.
6. Change the left and right **margins** for your document to 1.5"
7. **Center** the page vertically (page center).
8. **Add** an appropriate border.
9. **Add** a watermark that says DRAFT.
10. **Make** any needed changes to your document including the handwritten changes.
11. **SAVE AS** in your Documents, inside your Computer Tech folder, in your Word Processing folder. Name this **WP Activity 4**.
12. **PRINT** this file and turn in.

bold, enlarge
→

Choose a font

How To Survive Junior High

A Musical ← *italics*

3
October 1, 2010, 7:00 p.m.
at Mountain Ridge Junior High
5525 West 10400 North
Highland, Utah

enlarge
Keep in font
Size 11 or 12

You type this part

Cast of Characters – *bold, enlarge*

Bold, underline

italicize

Principal *(Played by Mr. Whitaker)* Previously Mr. Whitaker worked as the Assistant Principal and as a science teacher here at Mountain Ridge.

Bold, underline

italicize

Art Teacher *(Played by Mr. Marsh)* Mr. Marsh has had 7 years of experience as a junior high teacher and will dazzle you with his dancing skills.

Bold, underline

italicize

Secretary *(Played by Mrs. Faddis)* Mrs. Faddis has had many years of experience working as a junior high secretary. She is a pro at running the front office.

Bold, underline

italicize

Custodian *(Played by Mr. Parkes)* Mr. Parkes brings his expertise in many areas to help the school run smoothly and stay operational. If you are nice to Mr. Parkes, you will be rewarded with a great smile.

Revised October 6, 2011 by [Your Name]

italicize

change to current date

insert your name

WP ACTIVITY 5 – COPY AND MOVE

1. **Open** the file COPY AND MOVE from the K drive.
2. Immediately complete a **SAVE AS** to My Documents. Name it **WP Activity 5**.
3. **Copy** Paragraph 2 (The Block . . .) and place it at the end of the document to create Paragraph 5.
4. **Move** Paragraph 3 (Most word . . .) to be Paragraph 2.
5. **Delete** Paragraph 4 (The text . . .).
6. **Undo** (Ctrl + Z) your last deletion so Paragraph 4 is restored.
7. **Copy** (Ctrl+C) the title "Copy and Move" underneath itself.
8. **Paste** (Ctrl+V) the title two more times so you have a total of 4 titles each under the other.
9. After the last paragraph, press ENTER then Backspace then ENTER to get to a new line beginning at the left margin.
10. **Type** "I love to sing." then
11. **Redo** (Ctrl + Y) until you have 4 "I love to sing"s. Delete the ENTERs after each so all are on the same line with a space after each period.
12. **Center** and bold the "I love to sing" line.
13. **Move** Paragraph 1 to become Paragraph 2 (under the Most word . . .)
14. **Type** your name underneath the last paragraph.
15. **Highlight** your name. Then, click and drag to move your name to the very top of the document.
16. **Change** the font of your name and bold, enlarge, and center it.
17. **Adjust** all spacing so each paragraph is single spaced with a double space in between and has a first line indent (**NO EXTRA ENTERS** anywhere).
18. **Change** the left and right margins to be 2".
19. **Center** the document on the page vertically (up and down).
20. **Insert** a footer that is centered and says **(Your name's) Copy and Move Assignment**.
21. **Change** the font of the footer to match the font of your document.
22. **Resave** this document in your Word Processing folder.
23. **PRINT** this document.

WP ACTIVITY 6 – THESAURUS

1. Open the file **THESAURUS PRACTICE** from the K drive.
2. Open the **THESAURUS** by clicking on the **REVIEW** tab and then clicking on **THESAURUS**. Things to remember:
 - Hold down **ALT** and click on a word to look it up. A list of synonyms will appear in the THESAURUS window with antonyms usually at the bottom of each section.
 - Many words have more than one meaning so be sure you find synonyms for the correct meaning of the word you are looking up.
 - Once you find the word you would like to use as a replacement, click the DOWN ARROW next to the word and press **INSERT**.
3. Use the Thesaurus to replace each bolded word with another word that means the same (*synonym*).
4. Use the Thesaurus to replace each underlined word with another word that means the opposite (*antonym*).
5. When finished, read over the entire story to see if it makes sense and if any spacing or words need to be adjusted (such as a/an changes).
6. **Insert** a **Header** that has your name. **Change** the font to match your document.
7. **SAVE** this as **WP Activity 6** to My Documents.
8. Have one person come to your computer and read through your final story making sure there are no word change problems.
9. Fix any errors and **RESAVE**.
10. **PRINT** this document. Have your **proofreader sign** your document.

WP ACTIVITY 7 – SPELLING AND GRAMMAR

1. Open the file **SPELLING PRACTICE** from the K drive.
2. Insert a **FOOTER** with your name and the current date.
3. Complete a spelling and grammar check on the document by clicking on the **REVIEW** tab and selecting **SPELLING & GRAMMAR**. Things to remember:
 - When the checker stops on a word, decide if it needs to be ignored or changed.
 - The first word the spell checker suggests is not always the correct word. Be sure to choose the correct word before making the change.
 - Not all words will be recognized by the spell checker. Just because the spell checker does not recognize a word does not mean it is incorrect. (Hint: The *phobias* are all spelled correctly)
 - A **red underline** indicates a spelling error.
 - A **green underline** indicates a grammatical error.
4. When the checker is finished, **SAVE** this document in your student number drive, inside your Computer Tech folder, inside your Word Processing folder.
5. Name the file **WP ACTIVITY 7**.
6. **PRINT** this document, but you are NOT DONE.
7. Using a **red** pen, circle the errors the spelling and grammar check missed.

WP ACTIVITY 8

FIND AND REPLACE ASSIGNMENT INSTRUCTIONS

Here are a few reminders about using Find and Replace:

- You must be EXACT when you enter what you want to FIND and REPLACE. For example, if you want to FIND the word "the", be sure to put "the" with a space after it. Otherwise it will stop on every word that has the word "the" as part of it such as "there", "they", etc.
- Be EXACT in what you want to replace as well. If you want to replace all of the instances of "Suzy" with "Suzie" be sure to find Suzy **with a space after** and replace with Suzie **with a space after it**.

1. Open the file "**FIND ASSIGNMENT**".
2. Click on Replace which is in the Editing group of the Home Ribbon.
3. Find and replace the following:

FIND	REPLACE WITH
1 (space)	the (space)
2 (space)	Teachers (space)
3 (space)	to (space)
4 (space)	They (space)

4. When you are finished, read over the document to be sure no changes are needed such as spacing changes.
5. **SAVE AS** in My Documents.
6. **PRINT**.